



We are currently accepting applications for the full-time position of:

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## **Budget Officer Finance Department**

**Anticipated Hiring Range: \$56,203 - \$70,084  
With excellent benefits**

**The REQUIRED Town of Lexington application must be received in the Town's  
Human Resource Department  
by Friday, June 3 , 2016**

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### **GENERAL SUMMARY:**

Under the direction of the Assistant Town Manager for Finance, performs a variety of administrative and technical work in the development, administration, and analysis of Town and department budgets.

### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Coordinates and oversees the annual budget development process for the Capital and Operating budgets under the direction of the Town Manager and the Assistant Town Manager for Finance. Assists departments in developing budgets; reviews departmental budget requests for completeness, accuracy, and compliance with procedures and guidelines; and compiles the consolidated budget recommendation. Prepares budget documents for presentation to Town staff, boards, committees, and Town Meeting members.
- ◆ Develops and maintains systems used for budget development including templates for budget submissions and other forms and processes.
- ◆ Regularly monitors annual budgets throughout the fiscal year once they have been approved and adopted by the Town.
- ◆ Responds to finance and budget related inquiries and requests from staff, management, and the public.

- ◆ Analyzes financial and budget-related matters and conducts research as necessary. Compiles data from statistical studies and budget analyses, maintains database of budget history, and develops multi-year forecasts of revenues and expenditures in order to assist in budget preparation and analysis. May provide analytical support for the development and review of programs and policies affecting the budget.
- ◆ Prepares regular budget reports for senior management, program administrators, boards, and committees to identify rates of spending versus budget and identify potential budget problems.
- ◆ Provides and reviews budget numbers for Town Meeting warrants and compiles historical budget data to respond to questions during Town Meeting.
- ◆ Provides staff support to selected Town committees.
- ◆ Reviews and keeps current on new or revised finance-related laws and regulations affecting the Town.
- ◆ Creates, updates, and maintains publication content for the Town's website. Acts as "computer manager" for the Department.
- ◆ Performs special projects and other related duties as required, directed, or as situations dictate.
- ◆ Regular attendance at the workplace is required.

**SUPERVISORY RESPONSIBILITY:**

None

**MINIMUM EDUCATION & EXPERIENCE:**

Bachelor's degree in public administration, business or a finance-related discipline, and three (3) to five (5) years of finance/budget-related experience or a combination of relevant education and experience.

**ADVANCED EDUCATION & EXPERIENCE:**

Master's Degree in Public Administration or Business Administration preferred.

**QUALIFICATIONS:**

***Knowledge of:***

- ◆ Principles and practices of public administration.
- ◆ Principles and practices of financial accounting and reporting.
- ◆ Pertinent Federal, State and local laws, codes and regulations.
- ◆ Modern office procedures, equipment, and computers.

- ◆ Principles and procedures of confidential record keeping.

***Ability to:***

- ◆ Operate software applications necessary for performing assigned duties.
- ◆ Compile, manipulate, and analyze large amounts of financial data with accuracy and attention to detail.
- ◆ Understand and develop processes and structure related to financial management.
- ◆ Maintain accurate print and electronic records.
- ◆ Communicate clearly and concisely, both orally and in writing, and maintain effective relationships.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, scanner, and other office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

<p><b>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</b></p>
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***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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### **APPLICATION PROCESS**

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at [www.lexingtonma.gov](http://www.lexingtonma.gov), emailing [jobs@lexingtonma.gov](mailto:jobs@lexingtonma.gov), calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo a CORI screening and background check prior to appointment.

<p><b>Applications and resumes must be received in the Town's Human Resource Department by Friday, June 3, 2016</b></p>
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The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

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Questions regarding this hiring process should be addressed to the:  
Human Resources Department  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420  
(781) 698-4590

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